

RENEWAL APPLICATION

Licensed Addiction Counselors Program

301 South Park
PO Box 200513
Helena, MT 59620-0513

(406) 841-2392

License No.:

Renew Date:

☐ Check For New Name, Address or Email.
Indicate any changes below.

Email Address: .

Your Montana Montana Addiction Counselor License license will expire on June 30.

The Renewal fee is \$135.00. Late Renewals Postmarked after June 30 may be \$270.00, due to the expected adoption of the Department rule change affecting late fees on July 1, 2006.

TO RENEW ON LINE GO TO: LicenseRenewal.mt.gov

OR:

To renew your license by mail:

1. Complete the renewal application.
2. Answer the disciplinary question at the bottom of the form.
3. Submit a check or money order in the amount indicated above, payable to the Licensed Addition Counselors Program.
4. Renewal postmarked after June 30, will be assessed a late fee as stated above.
5. Sign the renewal application.
6. Return the renewal application and fee to the Program office postmarked by June 30.
7. A renewal returned to a licensee for any reason must be re-postmarked by June 30 to avoid paying the late fee.

CONTINUING EDUCATION REQUIREMENT AND STATEMENT

You are required to have 40 clock hours biennially in order to renew your license. The Program will be conducting a random audit of licensees to ensure compliance. If you are among those selected, you will receive a letter requesting documentation that you have completed the requirements.

STATEMENT

By signing the application below, I declare under perjury that I have completed 40 hours of continuing education with the last two (2) years. I am aware that a false statement may lead to subsequent revocation of licensure on ethical grounds.

Incomplete or unsigned renewal applications will not be processed and will be returned. It is unlawful for a person who refuses or fails to renew their license to practice as an addiction counselor in this state.

LEGISLATION PASSED IN THE 2005 SESSION PROVIDES THAT A LICENSEE HAS 45 DAYS TO RENEW HIS/HER LICENSE BY PAYING THE LATE FEE. ANYONE RENEWING 46 DAYS OR MORE AFTER THE JUNE 30 DEADLINE, MAY HAVE A COMPLAINT FILE OPENED, AND THE POSSIBILITY OF THE UNLICENSED PRACTICE MAY BE ADDRESSED BY THE PROGRAM DISCIPLINARY SCREENING PANEL.

Yes___No___ Have any legal or disciplinary actions been instituted against you since your renewal? If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-401 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

Your signature:_____ Date: _____

DO NOT SEND CASH